

## Directions for Initial Evaluations Age 3-21

Indicator 11 information for the State Performance Plan is collected for all students ages 3-21.

<b>Do Report Students:</b>	<b>Do Not Report Students:</b>
<ul style="list-style-type: none"> <li>• If permission is received (<i>even if the student moves during the testing window OR testing couldn't be completed for some other reason</i>).</li> <li>• If a student is evaluated by outside evaluators.</li> <li>• If a student moves during the evaluation process.</li> <li>• If a student moves into your district from another district or state and requires additional evaluations to determine S.D. eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>• If it is a three year re-evaluation for continued eligibility.</li> <li>• If a student is currently receiving special education services and now being evaluated to add related services.</li> <li>• If they are an initial referral for Birth to 3 services.</li> <li>• If a student moves from another district or state and does not require additional evaluations to determine SD eligibility.</li> <li>• If permission is not obtained</li> </ul>

**SUBMISSION:** Student initial testing information must be manually entered into Launchpad (it is recommended that you do this periodically throughout the year so that you do not get back logged or miss any students).

1. Indicator 11 data collection is completed for each fiscal year beginning July 1, 2017 and ending June 30, 2018. A compiled district initial evaluation list must be entered manually (spreadsheets are no longer accepted) in Launchpad no later than August 1<sup>st</sup> of each reporting year.
2. All initial evaluation data must be entered in Launchpad and signed off by August 1<sup>st</sup> each year. You must upload a copy of your most current school calendar for each reporting year. It is imperative that you note **snow days and/or other non-school days** to ensure accuracy. This can simply be marked on your calendar or indicated and uploaded on another sheet.

3. Directions for entering student information into Launchpad can be found on our SPP website under Indicator 11 and 12:  
<http://www.doe.sd.gov/oess/sped-SPP.aspx>.

**NOTE:** Spreadsheets are still available on our website for tracking purposes ONLY. They cannot be uploaded.

### **Things to Consider When Reporting "Initial Evals ages 3-21"**

1. When entering information into Launchpad you must enter each student's Identification Number. This is their SIMS number (if one has been assigned). Otherwise enter "DOB+ student initials".
2. When recording the date permission was received: *This should reflect the date the school received permission **in hand**. This may include during Parent Teacher Conferences or even on a Saturday.* If this date is not recorded on the consent form, the district must then use the date the parent signed consent. **These instances count as day 1.**
3. The last evaluation date must include skill-based evaluations.
4. Counting 25 School Days:
  - Record the number of school days between the date permission was received and the date the last evaluation was completed.
  - Use your school calendar to calculate this information.
    - a. Only count days in which students are in attendance.
    - b. Do not include vacation days, weekends, teacher workdays, or days on which school was cancelled for the entire day. (Exception – if parent dates a questionnaire on one of these days).
    - c. **Do include** make-up days and half days.
  - Evaluations are required to be completed within 25 school days, if the 25 school days is exceeded, you must indicate the reason.
  - Permission to extend the timeline may be given from the parents by signing an extension on the prior notice.
    - a. This will not be counted against the district if this agreed upon timeline is met.
    - b. The school days to complete the evaluation must be recorded and the reason.
    - c. In Launchpad, indicate that a prior notice to extend was given using the dropdown and then provide a reason why the extension was needed using the "Other" box. You may also use this column to explain additional information if needed.
5. If a child moves during the testing process or eligibility could not be determined, you still report the information for which you have.

Detailed instructions on how to enter initial evaluations into Launchpad can be found on our SPP webpage: <http://www.doe.sd.gov/oess/sped-SPP.aspx>.

***How to record students not completed during the fiscal year:***

<b>Permission Received</b>	<b>Eligibility Determined</b>	<b>Year Recorded for Indicator 12</b>
Prior to July 1, 2017	Prior to July 1, 2017	2016-2017 (last year's report)
Prior to July 1, 2017	After July 1, 2017	2017-2018 (this year's report)
Prior to July 1, 2018	After July, 1, 2018	2018-2019 (next year's report)

***If you find you have a student that should have been reported the previous year, please contact [Elizabeth.Jehangiri@state.sd.us](mailto:Elizabeth.Jehangiri@state.sd.us) as soon as possible.***

If you have any other questions, please contact:  
**[Elizabeth.Jehangiri@state.sd.us](mailto:Elizabeth.Jehangiri@state.sd.us)** or call 605-295-3536